

# TECHNICIAN PERFORMANCE APPRAISAL PROGRAM TRAINING

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Maine Human Resources  
Regulation (MeHRR) 430  
03 March 2010

# TECHNICIAN PERFORMANCE APPRAISAL PROGRAM TRAINING

## *Overview*

- **The reason we're changing the system**
- **What stays the same**
- **What has changed**
- **What's in store for the future**
- **Transitioning to the new MeHRR 430**

# TECHNICIAN PERFORMANCE APPRAISAL PROGRAM TRAINING

## *Why the change?*

- **The NSPS Factor**
- **Nation Guard Bureau (NGB) wanted a Technician Appraisal Program that was in line with the rest of DoD**
- **NGB-TPR 430 was implemented 5 Nov 2009**
- **NSPS repealed by 2010 NDAA**
- **Mandated by Chief of National Guard Bureau, Gen McKinley**

# TECHNICIAN PERFORMANCE APPRAISAL PROGRAM TRAINING

## *What stays the same?*

- **Annual, closeout, and probationary appraisals**
- **Probationary review period**
  - Typically 1-yr time frame w/decision to retain/not retain between 9th-10th month.
  - Notice from DCPDS.
- **Terminology**
  - Old terms like critical elements, appraisal, and approving official (although it has slightly different meaning).

# TECHNICIAN PERFORMANCE APPRAISAL PROGRAM TRAINING

## *What stays the same?*

- **Performance Improvement Plans**
  - The actual plan (memorandum) that identifies specific critical element(s) that are at an unacceptable level and the corrective actions to assist Technician with performance improvement.
- **Appeals**
  - State Review and Appeals Board process.
- **Employee comments**
  - Optional.

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## *What has changed?*

- **Appraisal period**
  - 1 October-30 September instead of aligning w/birth month.
- **5-Levels of performance**
  - Outstanding, excellent, fully successful, marginal, unacceptable.
- **Automated forms**
  - Both MENG 430 (*MeNG Technician Performance Plan*) and 430-1 (*MeNG Technician Performance Appraisal*) allow digital signatures.
  - MENG Form 430-1 calculates a weighted rating (WR) or average rating (AR) of the critical elements.
  - No third party review.

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## *What has changed?*

- **Terminology**

- New terms, i.e. weighted rating; average rating; rating of record; performance plan; end of year (annual) and special purpose appraisals; interim review; rating official; higher level review; (see Glossary of MeHRR 430).
- Major elements not used.

- **Supervisory elements**

- Nine required items for Army supervisors, eight for Air.
- Combine like elements w/appropriate number of standards to insure proper oversight (see HRR 430, para. 2-7(b)(4) on pg 7).

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## *What has changed?*

- **Performance Deficiencies**

- Specific to permanent employees (vs. probationary) when marginal, or less than marginal performance is noted.
- Special purpose appraisal initiates the formal process identified as a performance improvement plan (PIP) (outside the EOY appraisal window).
- A minimum (30) days to improve performance to the marginal, level 2 CER.
- Special purpose appraisal is provided when performance has improved above unacceptable.
- Supervisory assistance sufficient to improve Technician's performance back to the fully successful level (informal process).



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## *What has changed?*

- **Appeals**

- Chain of command review added for appeals of all ratings of record at the excellent level and below.
- State Review and Appeals Board process for appraisals at the excellent level and below level.

- **Labor Contracts**

- Army Guard (Pine Tree Chapter) incorporates provisions of the new MeHRR 430.
- Air Guard (MaineiACTs Chapter) does not.

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*What's in store for the future?*

- **Performance Appraisal Application (PAA) tool**
  - Part of the Defense Civilian Personnel Data System (DCPDS) that interfaces with My Biz/My Workplace.

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## *Transitioning to the new MeHRR 430*

- **Under guidance of the old regulation dated 1 May 2001**
  - Open PIPs stay under old system for duration.
  - Perform a closeout appraisal for anyone w/last appraisal issued prior to 1 Oct 2009.
  - Conduct and *interim review* for anyone w/last appraisal issued 1 Oct 2009 to present date.

# TECHNICIAN PERFORMANCE APPRAISAL PROGRAM TRAINING

## *Transitioning to the new MeHRR 430*

- **Develop new Performance Plan(s) according to new regulation dated 3 March 2010**
  - Transfer current job elements and task/duty statements to create the new critical elements.
  - Transfer current expectations to standards column.
  - Update or write new elements w/technician input.
  - Insure supervisory elements are correctly identified.
  - Review final product w/Technician, date, and sign.
  - Submit direct to HRO/Augusta, attn: Diana Smith. ([diana.l.smith1@us.army.mil](mailto:diana.l.smith1@us.army.mil)) and Jeff Guesman ([jeffrey.guesman@us.army.mil](mailto:jeffrey.guesman@us.army.mil)).

# TECHNICIAN PERFORMANCE APPRAISAL PROGRAM TRAINING

## *Transitioning to the new MeHRR 430*

- **EOY Appraisals**

- Once a 120-day period of review is complete (31 May-30 Sept), conduct EOY appraisal after 1 Oct.
- If unacceptable rating of record, a PIP must be initiated (clearance through HRO required before you do).
- Once Technician is at a marginal level of performance, a special purpose appraisal is written.

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## *Transitioning to the new MeHRR 430*

- **Forms**

- All critical elements on all appraisals (probationary, EOY, closeout, or special purpose) must be supported w/written justification (supervisor narrative) and a rating of record.
- All critical elements must be supported w/written justification (supervisor narrative) when an interim review is issued. A rating of record is not required w/interim review.
- Automated to the point they will calculate a rating of record.
- Allow digital signatures.
- Save w/Technician name prior to file extension.

# TECHNICIAN PERFORMANCE APPRAISAL PROGRAM TRAINING

## *Transitioning to the new MeHRR 430*

- **Train your subordinates**
  - Cascade this training to all Technicians in your shop, section, directorate, or command.
  - Start setting up performance plans ASAP-don't delay.

# TECHNICIAN PERFORMANCE APPRAISAL PROGRAM TRAINING

## *Summary*

- **Why we're changing the appraisal system**
- **What has been retained from the old system**
- **What it is new**
- **Future changes with MeHRR 430**
- **How to implement the New MeHRR 430**



# *QUESTIONS?*

*Contact CMSgt Jeff Guesman,  
Labor Relations/Conduct Management Specialist  
JFHQ-HRO  
Camp Keyes, Augusta  
DSN 626-4408*